

SPRING CITY BOROUGH COUNCIL MEETING

OCTOBER 5TH, 2020 – 7:00 P.M.

CALL TO ORDER:

President Shaner called the council meeting to order and led Council in the Pledge of Allegiance to the Flag.

President Shaner noted that council held two executive sessions on personnel matters prior to tonight's meeting.

ATTENDANCE:

The following members were present: Councilmen Bauman, Sr., Castor, Shaner, Sweeney, Mayor Kern, Solicitor Hovey, and Borough Manager Rittenhouse.

APPROVAL OF THE MINUTES:

Mr. Sweeney motioned to approve the minutes of the September 15th, 2020 council meeting. Mr. Bauman seconded. Motion carried.

MAYOR:

Mayor Kern reported that this month has been busy with our Twin Borough's Initiative. Mayor Jenna and she have worked with Albert at L&W Group printing up yard signs, and window signs for our businesses and continuing to hand out information to help our community members who are in need. On several days, she has been able to approach our local businesses to have them hang some signs in their windows and has given them the information for anyone who comes looking for assistance. She has a few yard signs available to anyone who might be interested in helping us spread the word. Just let her know if you are interested. We have a local business that has sponsored a large banner to be hung on the Trading Post building. Fire Chief Trego was approached and has volunteered to help us hang the banner soon.

She noted it has been her honor to swear in Officer Evan Nafzinger into duty as a part-time officer to our Spring City Police Department on September 24, 2020. Officer Nafzinger is from our area and very familiar with Spring City. When you see him, please join me in welcoming him.

She has begun working on a committee, along with Council President Shaner and Council Vice-President Sweeney on the Spring City Mural Committee. They have hopes of creating and painting a mural of our past and present history as well as the future of Spring City. The mural will be entitled "Honoring the Past and Forging the Future". The hope is to paint this mural on the side of the Hydromotion Building alongside the trail to showcase the wonderful community in which we live.

COMMUNICATIONS:

1. An e-mail from Chris Czuchra, 40 N. Church Street, expressing his interest to serve on the Spring City Planning Commission.
2. A thank you letter from David R. Willauer, Treasurer of the Spring-Ford Area Historical Society, acknowledging the Borough's 2020 Allocation of Funds to their organization.
3. A letter from Julie Wiant, Executive Director of the Spring City Library, thanking the borough for their annual budgeted allocation of funds.
4. An e-mail from Councilor Norm Castor advising us that he will be resigning from Borough Council effective October 31st, 2020 due to his relocating out of the borough.
5. An e-mail from Caleb Weaver expressing interest in being a member of the Zoning Committee.

COMMITTEE REPORTS:

STREETS AND UTILITIES: Mr. Rittenhouse gave the following Streets Department Report for the month of September, 2020. **TRASH DISPOSAL** – 78.4 tons of refuse was transported to the Lanchester Landfill from September 8th through September 20th, 2020. Twenty-eight (28) bulk trash pick-ups were made during the month. **YARD WASTE** – 15.4 tons of yard waste was collected at curbside on Mondays. **MAINTENANCE** – Mowed and trimmed the grass on all borough properties. Trimmed trees at Brown Street Park. Emptied the trash receptacles on a weekly basis at all of the recreation areas. Winterized the pool building. Continued painting the yellow curbs. Installed a handicap parking permit sign at 320 Chestnut Street.

SANITATION AND SURFACE WATER: Mr. Bauman gave the following Wastewater Treatment Plant report for the month of September. **Daily Flows** – The average daily flow for the month of September 2020 was 278,000 gallons per day. The maximum flow occurred on September 30th and was recorded at 406,00 gallons. **Maintenance** – All routine maintenance was performed by plant operator, Steve Fegan. M.J. Reider Associates collected the annual PCB samples. The test results on these samples are due to PA DEP by January 28th, 2021. Mr. Fegan reported that after several delays with getting a permit from Penn Dot and scheduling a contractor to do the work, he anticipates that the road restoration will be completed in October on the area on N. Main Street where a force main had to be repaired. **NPDES Permit** – PA DEP issued a draft permit renewal package to the Borough on September 18th. There are no changes to the permit limits that we currently have. Our new permit will go into effect when our current permit expires on November 30th, 2020.

POLICE:

Mr. Castor reported the police committee met on September 17.th

Chief White gave an update on the new vehicle; waiting on the estimated repairs needed for the current car. There was an issue with the suspension that needed to be repaired.

Mayor Kern suggested we look into adding another full time officer, or possibly request the allocation for more part-time hours to help with the workload during busy periods. The new development will increase the borough's population and will need additional police hours. Chief White provided documentation of call volume by day and by hour for the committee to review and discuss a potential need for extra officers. He also discussed the additional roles officers have beyond patrolling and calls; evidence custodian, training, call follow up, reports (which back up when call volume is high) court time, multiple calls at once. Some calls can take up a majority of the hours of an officer's shift.

Mr. Castor read the September monthly police report submitted by Chief White. Total Calls: 201; traffic 7; miscellaneous 47; parking complaint 8; medical emergencies 22; assist other departments 13; domestic disputes 15; theft 4; disturbances 3; suspicious person 10; vehicle lockout 2; harassment 4; abandon/repo vehicle 6; fraud 2; alarm 11; noise complaint 5; animal complaint 6; criminal trespass/burglary 2; well-being 4; accidents 5; DUI 1; Act #64 Violation 2; Borough Ordinance Violation 2; fire 8; warrant service 7; assault 3; criminal mischief 1; public drunkenness 1. Traffic Citation Issued: 2; parking tickets issued 5; non-traffic citations 3; criminal arrests 2. Criminal Arrests: simple assault; DUI . **Mileage traveled during the month of September:** Car 14-1 (2019 Dodge) 928 miles, Car 14-2 (2015 Dodge) 1,077 miles which made a total of 2,005 miles. **Gas used during the month of September:** Car 14-1 (2019 Dodge) 144.2 gallons, Car 14-2 (2015 Dodge) 165.4 gallons which made a total of 309.6 gallons of gas used during the month.

FINANCE & ORDINANCE:

Mr. Sweeney reported the committee met on Thursday, September 24th. The committee discussed funding for the Liberty Fire Company. The committee recommends that borough council increase its yearly donation to offset loss of income due to Covid-19.

The committee discussed the next steps in improvements to the parking lot at Main Street and Yost Avenue.

Also, the committee heard from a resident about a complaint related to outside burning. Mayor Kern was going to discuss the matter with Chief Trego and Chief White.

ZONING, HOUSING & PROPERRTY:

Mr. Rittenhouse reported there were eight (8) building permits issued during the month of September, 2020. Estimated cost of construction was \$13,000.00. Permit fees collected were \$862.50. Joseph Dailey, 215 Walnut Street, renovations; Joseph Dailey 215 Walnut Street, electric; Allendale Properties, 542 Heckel Avenue, plumbing; 216 Main Street Assoc., LLC 216 S. Main Street, minor repairs; 216 S. Main Street, plumbing; Thomas Spann, 180 Chestnut Street, shed 8x12; Sarah Bristol, 117 Chestnut Street, fence; Joseline Velasco, 135 Poplar Street, fence.

PLANNING:

Mr. Rittenhouse reported the Planning Commission met on September 16th and discussed the outstanding issues on the Hunsberger Tract Plan, which included the proposed sanitary sewer system and a prior zoning hearing variance concerning steep slopes.

Copies of the Planning Commission minutes were distributed to members of borough council and are available upon request at the Borough Hall Administrative office.

PARKS & RECREATION:

Mr. Sweeney reported the Parks and Recreation Committee met on September 17th via Zoom. Kim Weaner presented a plan to the committee that features an independent walking tour based on a book. The event would feature readings from a children's book at various locations in town. The committee agreed to co-sponsor along with the Spring City Library. The event will take place in October.

The committee also discussed gathering a list of health Trick-or-Treating suggestions for residents who are planning to participate this Halloween. The suggestions will be posted on the borough website and social accounts.

Finally, the committee will be sponsoring a Halloween Home Decorating Contest in October.

FINANCIAL REPORTS: (Posted)

APPROVAL OF REPORTS:

Mr. Bauman motioned the committee reports be approved as presented. Mr. Sweeney seconded. Motion carried.

UNFINISHED BUSINESS:

1. Hunsberger Tract Preliminary Plan Approval.

Gregg Adelman, Nick Feola and Matt Caffery addressed council on behalf of Lennar in regards to the Hunsberger Tract Subdivision and Land Development Plan and their status with the outside agency permits they are acquiring, and the waivers on the plan.

Mr. Castor motioned to adopt Resolution No. 2020-14 which grants preliminary approval with conditions to the subdivision and land development application entitled Hunsberger Tract Subdivision and Land Development Plan submitted by US Home Corporation D/B/A Lennar. Mr. Bauman seconded. Motion carried.

2. Planning Commission and Zoning Hearing Board Vacancies.

Mr. Sweeney motioned to appoint Chris Czuchra, 40 N. Church Street, as a member of the Spring City Planning Commission through June 1st, 2022 and Daniel L. Bauman, Sr. as a member of the Spring City Planning Commission through June 1st, 2024. Mr. Castor seconded. Motion carried.

Mr. Rittenhouse will contact Caleb Weaver to get clarification if he is willing to serve as a member of the Zoning Hearing board.

3. Amendment to Ordinance No. 519 – Regulating Harboring Animals in the Borough.

No action was taken. This matter was tabled until the November 2nd, 2020 council meeting.

4. Daniel L. Bauman, Jr. – Resignation from Borough Council.

Mr. Sweeney motioned to accept the resignation submitted by Daniel L. Bauman, Jr. who is resigning as a member of Borough Council due to his change of residency. Mr. Castor seconded. Motion carried.

5. Spring City Borough's Comprehensive Plan Update.

Mr. Rittenhouse informed council he will have the estimated cost to update the Borough's Comprehensive Plan in the 2021 Budget and asked council to learn as much as they can in the interim about what goes into updating a comprehensive plan.

NEW BUSINESS:

1. Pension Resolutions – 2020 MMO's to the Pension Plans.

Mr. Sweeney motioned to adopt Resolution No. 2020-12 which states no employee contributions are necessary to the Non-Uniform Pension Fund based on the submittal of the actuarial study of the 2020 Non-Uniform Employee Pension Plan Financial Requirement and Municipal Obligation Report and that the minimum municipal obligation for 2021, if paid by December 31, 2021 is \$82,146.00 as shown on the 2020 report for the plan. Mr. Castor seconded. Motion carried.

Mr. Sweeney motioned to adopt Resolution No. 2020-13 which states no employee contributions are necessary to the Police Pension Fund based on the submittal of the

actuarial study of the 2020 Police Pension Plan Financial Requirement and Municipal Obligation Report and that the minimum municipal obligation for 2021, if paid by December 31, 2021 is \$93,383.00 as shown on the 2020 report for the plan. Mr. Castor seconded. Motion carried.

2. 2020 Receipt and Distribution of the Volunteer Fire Relief Association Allocaton.

The 2020 Commonwealth Fireman's Relief Funds check in the amount of \$17,115.68 was direct deposited to the borough's General Fund on September 22nd by the Commonwealth.

Mr. Sweeney motioned to distribute the 2020 Fireman's Relief Funds in the amount of \$17,115.68 to the Liberty Fire Company Relief Association. Mr. Bauman seconded. Motion carried.

READING OF THE PAYMENT OF THE BILLS:

GENERAL ACCOUNT: (OFFICE) PECO \$628.19; Wolf, Baldwin & Associates, P.C. \$450.00; H.A. Berkheimer \$688.66; Verizon \$181.95; Staples \$155.34; 21st Century Media \$85.16. Total: \$2,189.30. (STREETS) 21st Century Media \$327.26; Flexible Benefits Plans, Inc. \$3,244.19; Chester County Solid Waste Authority \$7,808.31; Eagle Disposal of PA., Inc. \$4,486.30; Wolf, Baldwin & Associates, P.C. \$630.00; A.J. Blosenski, Inc. \$7,746.75; AirGas \$27.60; Floyd G. Hersh \$2,939.20; WEX Bank \$260.71; Provident \$59.36; Advance Auto Parts \$35.29. Total: \$27,564.97. (POLICE) Flexible Benefits Plans, Inc. \$3,818.33; Wolf, Baldwin & Associates, P.C. \$1,290.00; PAW \$610.38; deCordre Automotive \$438.58; H&F Tire Service \$210.00; Jon W. Daywalt, ACO \$750.00; Verizon \$339.15; Borough of Pottstown \$100.00; AT&T \$130.74; WEX Bank \$639.59; Provident \$26.10; Crystal Springs \$14.00. Total: \$8,366.87.

SEWER ACCOUNT: Limerick Hardware Company \$30.46; Flexible Benefits Plans, Inc. \$3,658.70; Action Data Services \$289.15; M.J. Reider Associates, Inc. \$1,144.00; FRANC Environmental \$2,288.00; EEMA \$3,669.77; Adams Carpentry Remodeling \$555.00; PAW \$96.44; Cigna \$3,988.00; Verizon \$223.34; H.W. Munz, Incorporated \$2,200.00; Pipe Data View \$600.00; WEX Bank \$18.59; A.J. Blosenski, Inc. \$525.00; Provident \$111.59; Crystal Springs \$8.99. Total: \$19,407.03.

STREET LIGHT FUND: PECO \$3,798.23. Total: \$3,798.23.

PARK & RECREATION FUND: PECO \$102.43; United Site Services \$156.01. Total: \$258.44

PLANNING, ZONING & HOUSING FUND: EEMA \$1,020.50; Motley Associates, Inc. \$4,188.58. Total: \$5,209.08.

BUILDING & PROPERTY FUND: PAW \$22.01; M&M Tree Service, Inc. \$2,300.00; Crystal Springs \$9.75; Total: \$2,331.76.

COUNCIL DUES AND ASSOCIATION FUND: PSMA \$60.00. Total: \$60.00.

Mr. Castor motioned the bills be approved for payment as read. Mr. Bauman seconded. Motion carried.

ANNOUNCEMENTS:

Mr. Shaner announced the following meetings are scheduled for the month of October, 2020: **Sewer Committee**, Thursday, October 8th, 6:30 p.m.; **Planning Commission**, Wednesday, October 21st, 7:00 p.m.; **Parks & Recreation Committee**, Thursday, October 15th, 6:00 p.m.; **Police Committee**, Thursday, October 15th, 6:30 p.m.; **Finance & Ordinance Committee**, Wednesday, October 28th, 6:30 p.m.

The November Borough Council Meeting will be held on Monday November 2nd, 2020, 7:00 p.m.

ADJOURNMENT:

Mr. Castor motioned the meeting be adjourned as there was no further business to come before Borough Council. Mr. Bauman seconded. Motion carried.

Respectfully submitted,

Dennis Rittenhouse
Borough Manager

**FINANCIAL REPORT FOR THE MONTH OF:
SEPTEMBER, 2020**

The following figures represent the balance in each Department as appropriated in the 2020 Budget.

GENERAL GOVERNMENT

		<u>% UNSPENT</u>
General Government	\$ 62,522.60	32%
Protection to Persons and Property	\$243,267.76	46%
Planning, Zoning and Housing	\$ 3,686.35	6%
Streets and Highways	\$ 185,070.35	37%
Street Repaving	\$ 150,191.00	100%
Parks and Recreation	\$ 23,432.72	79%
Insurance	\$ 69,481.00	100%
Street Lighting	\$ 11,617.04	23%
Library	\$ ---	---
Liberty Fire Company	\$ 22,100.00	100%
Association Dues and Expenses	\$ 2,308.26	72%
Building and Property	\$ 41,071.72	67%
1% Tax Collection	\$ 1,257.75	25%
OPT Tax Collection	\$ 165.73	66%
Workers' Compensation	\$ 15,525.00	39%
Engineering and Consulting	\$ 12,371.90	36%
CRP Grant – Consulting	\$ 57,893.80	81%

<u>SEWER ACCOUNT</u>	\$ 94,170.29	14%
-----------------------------	--------------	-----

This report reflects all wages and bills paid through September 30, 2020.

Tax Collector's Monthly Report to Taxing District

Taxes Included: SPRING CITY BOROUGH TAX / BOROUGH PER CAPITA / OCCUPATION TAX

For The Month of : 8/25/2020 00:00:00 To 9/30/2020 23:59:59

A. Collections	Municipal/County			School			Per Capita	Others	Totals
	Current	Interim	Other	Current	Interim	Interim/Other			
1. Balance Collectable -Beginning of the Month	\$33,175.91	\$158.48	\$0.00	\$0.00	\$0.00	\$0.00	\$4,285.00	\$5,952.50	\$43,571.89
2A. Additions: During the Month	\$0.00	\$26.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26.13
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$33,175.91	\$184.61	\$0.00	\$0.00	\$0.00	\$0.00	\$4,285.00	\$5,952.50	\$43,598.02
4. Less: Face Collections for the month	\$2,011.75	\$29.52	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$102.50	\$2,223.77
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$21.25	\$31.25
6. Less: Exonerations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Less: Liens/ Non-lienable Installments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Balance Collectable -End of the Month	\$31,164.16	\$155.09	\$0.00	\$0.00	\$0.00	\$0.00	\$4,195.00	\$5,828.75	\$41,343.00
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$2,011.75	\$29.52	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$102.50	\$2,223.77
10. Plus: Penalties	\$201.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00	\$10.28	\$219.45
11. Less: Discounts	\$0.00	\$0.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.59
12. Total Cash Collected Per Column	\$2,212.92	\$28.93	\$0.00	\$0.00	\$0.00	\$0.00	\$88.00	\$112.78	\$2,442.63
13. Total Cash Collected All Columns									

C. Payments of Taxes

14. Amount Remitted During the Month

Date	Transaction #	Amount
08/29/2020		\$972.19
09/01/2020		\$320.78
09/03/2020		\$464.87
09/07/2020		\$36.72
09/12/2020		\$623.94
09/28/2020		\$27.50
	TOTAL	\$2,446.00

15. Amount Paid with this report Applicable to this reporting Month

TOTAL

16. Total Remitted this Month

TOTAL


\$2,446.00

17. Total Other Credits and Adjustments

Parcel #	Name	Amount
----------	------	--------

18. Interest Earnings (If applicable) \$

Carryover from Previous Month	Taxing District Use (Optional)
Amount Collected this Month	
Less Amount Paid This Month	
Ending Balance	


Tax Collector

9/30/2020

Date

I Verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month

Received by (taxing district)



Title: 

Date: 10/5/20

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business September 30, 2020

Balance as of Last Report \$4,426,268.67

General Fund

Deposits Office

Berkheimer Associates – E.I.T.	\$ 31,930.85
Trash Collection Fees	\$ 34,408.12
Accident Reports	\$ 60.00
Bulk Pickups	\$ 805.00
Realty Transfer Tax	\$ 10,267.95
Building Permits	\$ 862.50
Parking Tickets	\$ 385.00
Berkheimer OPT	\$ 356.93
Lease Dwelling Fee	\$ 2,970.14
Taxes	\$ 445.35
Local Fines	\$ 1,013.43
County Fines	\$ 402.58
U&O Inspections	\$ 400.00
Utility Permit	\$ 10.00
Trash Certs	\$ 170.00
NSF Check Fee	\$ 35.00
Zoning Permit	\$ 100.00
Liquor License Fee	\$ 200.00
Fire Relief Fund	\$ 17,115.68

TOTAL DEPOSITS TO GENERAL FUND \$101,938.53

Other Account Deposits:

PLGIT Fund

Investment Dividend	\$ 55.82
IF Transfer	\$ - 0 -

Motor Equipment Fund

Interest	\$ 5.01
----------	---------

Park & Recreation Fund

Interest	\$ 0.00
----------	---------

Gasoline Tax Fund

Interest	\$ 12.63
Act 655 State Allocation	\$ 0.00

Non-Uniform Pension Fund

Interest	\$ 17.61
----------	----------

Street Lighting Fund

IF Transfer	\$ 0.00
-------------	---------

TOTAL DEPOSITS TO OTHER ACCOUNTS \$ 91.07

TOTAL DEPOSITS TO ALL ACCOUNTS

\$102,029.60

September 30, 2020

WITHDRAWALS

Gasoline Tax Account

\$ 0.00

Street Lighting Fund

By Orders #1468-1469 \$ 4,161.50

Park and Recreation Fund

By Orders #1893-1895 \$ 370.12
IF Transfer \$ 0.00

Non-Uniform Pension Fund

By Orders #10274-10275 \$ 1,357.78

PLGIT

IF Transfer \$ 0.00

General Fund

By Orders #29953-29976
#15378 -15408 \$105,657.26

TOTAL WITHDRAWALS: \$111,546.66

Balance On Account -	<u>General Fund</u>	
Checking	\$ 78,306.83	\$ 78,306.83
Balance On Account -	<u>Motor Equipment Fund</u>	
Checking	\$ 1.00	
Money Market	\$126,435.57	\$ 126,436.57
Balance On Account -	<u>Street Lighting Fund</u>	
Checking	\$ 7,259.41	\$ 7,259.41
Balance On Account -	<u>Gasoline Tax Account</u>	
Checking -	\$ 16.97	
Money Market	\$318,936.16	\$ 318,953.13
Balance On Account -	<u>Park & Recreation Fund</u>	
Checking	\$ 2,115.39	
Certificate	\$ 24,737.14	\$ 26,852.53
Balance On Account -	<u>Non-Uniform Employee Pension Fund</u>	
Checking	\$ 4,961.17	
PLGIT	\$918,075.66	\$923,036.83
Balance On Account -	<u>Police Motor Equipment Fund</u>	
Checking	\$ 1.00	
Certificate	\$ 26,233.54	\$ 26,234.54
Balance On Account	<u>PLGIT Fund</u>	
	\$2,909,671.77	\$2,909,671.77
Balances On Account		\$4,416,751.61

Respectfully submitted,

Dennis Rittenhouse

POLICE PENSION FUND

Balance as of last report

Checking	\$ 18,185.96
PLGIT	\$592,924.59
Certificate – Phoenixville Federal	<u>\$ 40,184.29</u>
	\$651,294.84

Deposits:

IF Transfer	\$ - 0 –
Interest	\$ <u>11.38</u>
Total Deposits	\$ 11.38

TOTAL DEPOSITS AND BALANCES: \$651,306.22

Withdrawals:

Checks #2194-2195	\$ 3,431.79
Intra Fund Transfer	<u>\$ - 0 -</u>

Current Balance on Account:

Checking	\$ 14,754.17
PLGIT	\$592,935.97
Phoenixville Federal	<u>\$ 40,184.29</u>

TOTAL WITHDRAWALS AND BALANCES: \$ 651,306.22

Respectfully submitted

Dennis Rittenhouse

SEWER FUND

Balance as of last report \$3,229,306.47
Sewer Receipts

Sewer Rent \$ 22,513.50
Sewer Certs 190.00
NSF Check Fee 35.00

Total Deposits \$ 22,738.50

Deposits – PLGIT Investment Dividend \$ 60.05

- Intra Fund Transfer \$ - 0 -

\$3,252,105.02

Withdrawals:

By Orders #8619, #8642 - #22219 – 22228 \$ 35,181.85

Intra Fund Transfer \$ - 0 -

Total: \$ 35,181.85

Balance On Account \$ 86,769.15

PLGIT \$3,130,154.02 \$3,216,923.17

\$3,252,105.02

Respectfully submitted

Dennis Rittenhouse